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FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

25 June 1956

Chief, Records Center

Charter and Functions of the Records Center

1. The following information is furnished in response to your oral questions of last week concerning the charter and functions of the Records Center:

A. What was the original charter of the Records Center?

1. The original charter of the Records Center is found in [redacted] dated 14 July 1951. This regulation established and defined a Records Management Program in CIA and assigned responsibility for operation of a Records Center.

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2. Operating jurisdiction was transferred from Management Staff [redacted] by the Deputy Director Support. (Attachment A).

B. What we are now doing?

1. The attached Functional Chart (Attachment B) lists the internal operations presently carried on in the Records Center.

C. What are we now doing that is in addition to the original charter?

1. Since the issuance [redacted] dated 14 July 1951, formally establishing the Records Center, no new functions have been assigned to or assumed by the operation.

D. What is the number of man hours expended in all functions?

1. See Attachment C.

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E. Suggest where functions might logically be placed.

1. The organization and functions of the Records Center were designed to conform with general standards established by General Services Administration for operation of Federal Records Centers. Experience has indicated that these standards are valid for the Agency operation, and that the present functions are logically placed in the [redacted]

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2. The above information has been compiled in consultation with the Records Management Staff at Headquarters. This Staff, as well as that of the Records Center is available at any time to assist in clarification of the question.

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ATTACHMENTS (3)

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CONCURRENCE:

Records Management Staff
[Signature]

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MgtS/RMS/ :pat (6/25/56)

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